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**CIVILIAN
TRAVEL
AND
TRANSPORTATION
PERMANENT CHANGE OF STATION TRAVEL**

- * Getting Ready to Go**
- * While You Are Traveling**
- * After You Arrive**
- * Summarization of Entitlements**
- * A Glossary of Common Travel Terms**

August 1991

DEPARTMENT OF DEFENSE



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This pamphlet is issued for the information and guidance of Department of Defense civilian employees. It is not intended as a replacement for the Joint Travel Regulations (JTR), Volume 2, which is the official regulation governing travel and transportation allowances of Department of Defense employees. By order of the Secretaries of the Army, Navy, and Air Force.

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When you perform official travel for the US Government, you are reimbursed for allowable travel expenses under governing laws and regulations. Some expenses are reimbursed on an actual cost basis not to exceed a stipulated maximum; other expenses are reimbursed on a flat rate basis in place of actual expenses. This pamphlet explains how you are reimbursed for different kinds of expenses.

If you will spend the small amount of time necessary to read and understand this pamphlet, you may save yourself time, money, and effort.

You are expected to exercise the same care in incurring expenses as a prudent person would if traveling on personal business. When you arrive at your final destination, prepare and submit your complete travel itinerary and travel claim vouchers possible. This will insure prompt settlement of your claim.

Joint Travel Regulations, Volume 2
governs civilian travel in the
Department of Defense

FOREWORD

This pamphlet is for the Department of Defense (DoD) civilian traveler who is making a permanent change of station (PCS) move or is performing other permanent duty travel and for first duty station travel. This includes travel for the following reasons:

- * Appointment or transfer to an overseas post.
- * Transfer between overseas posts.
- * PCS within Continental United States (CONUS).
- * Appointment to first post of duty within or outside the United States.
- * Return from overseas for assignment in the United States.
- * Return from overseas for separation.
- * Advance return of dependents from overseas.
- * Renewal agreement travel for leave purposes after completion of a tour of overseas duty.

This pamphlet tells what travelers need to know when a move is authorized at Government expense and made under official travel orders. It is to be used for general information. When more specific information is required, contact recruiting representative, Civilian Personnel Offices, Transportation Officers, or Fiscal Officers, as appropriate.

Instruction for Dependents School Teachers are published separately by the military services and should be used by teachers instead of this pamphlet.

For ease in reading, the pamphlet is divided into three parts. First is entitled: "Getting Ready To Go." Next is information for use: "While You Are Traveling." Finally, you'll learn what to do: "After You Arrive." A Summarization of Entitlements and a Glossary of Common Travel Terms are included.

Words and phrases that have special meanings in connection with travel and transportation are alphabetically listed in the Glossary for easy reference.

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PART ONE--GETTING READY TO GO

Travel Orders

Before you are issued a travel order, you will be required to sign a statement agreeing to remain with the Government for a period of not less than 12 months. Additionally, a transfer within the DoD, at Government expense¹ is not authorized within 12 months of the employee's most recent PCS unless the order-issuing official certifies that the transfer is in the interest of the Government; an equally qualified employee is not available within the commuting area of the component concerned; and the losing component agrees to the transfer.

Your travel order is the key to an authorized move. Do not incur any moving expenses before receiving it. Read it carefully. When you receive your travel order, you can complete your travel plans, make the necessary arrangements for shipment and/or storage of your household goods and personal effects, and begin to put your personal affairs in order. Depending on a cost comparison, you may be authorized shipment of your household goods under a commuted rate system or an actual expense method. Under the commuted rate system you make all arrangements for shipment of household goods and personal effects with the continental United States. Under the actual expense method, transportation for household goods is arranged by the Government and shipment is made on a Government Bill of Lading (GBL). For overseas moves, you should contact the transportation/traffic management office at a nearby military installation for arranging your shipment by GBL.

Your travel order (DD Form 1614) includes:

- * Your name, title, grade, or rating.
- * Reason for the move.

- * Date of travel (and port call for overseas moves) and reporting date.
- * Travel points (origin and destination).
- * Kind of transportation authorized (including limitation, when applicable).
- * Dependents authorized to travel (name, age, and relationship).
- * Household goods and personal effects net weight allowance.
- * Baggage allowance.
- * Per Diem allowance (including reimbursement limitations).
- * Mileage allowance for travel by privately owned conveyance (including reimbursement limitations).

Authority for: an advance househunting trip; temporary quarters subsistence expenses, miscellaneous expense allowance; real estate and unexpired lease expenses; hauling or towing a mobile home, storage for household goods; privately owned conveyance; alternate destination of dependents; leave en route; excess baggage; advancement of funds; immunization and passport requirements; use of relocation service companies; relocation income tax allowance; and other applicable travel and transportation instructions.

Absences for Relocation Purposes

An employee may be excused for a reasonable time to make personal arrangements and to transact personal business directly related to a permanent change of station which is in the interest of the Government,

provided that such business or arrangements cannot be transacted outside the employee's regular working hours. This includes such things as making arrangement for the packing and unpacking of household goods and obtaining driver's license, auto tags⁹ and passports.

Time Limits Important!

Your travel and your dependents' travel, and the transportation of your household goods and personal effects should be accomplished as soon as possible. The transportation authorized for your dependents and household goods and personal effects must begin within 2 years from the date you report for duty at the new duty station. Exceptions are made only if you enter upon active military duty, an extension has been granted for completion of real estate transactions or, in the case of overseas movements, shipping restrictions prevent earlier shipment. The time limitation on the temporary storage of household goods at Government expense in connection with authorized shipment will not exceed a period of 90 days. However, upon the employee's written request, the initial 90 day period may be extended an additional period of 90 days. There are additional conditions in connection with delayed overseas travel and shorter time limits in beginning separation travel from overseas duty station or performing renewal agreement travel.

Reimbursement for real estate transactions and unexpired lease expenses is authorized if the settlement date for the sale and purchase or lease termination transaction are not later than 2 years after the date on which you report for duty at the new duty station, unless an extension of this time has been granted. An extension may be granted when it is determined that the residence transaction is reasonably related to the transfer. (See Part Three). Statutory regulations require that the sale or purchase of a residence be accomplished within 3 years from the date of your transfer.

In order to be reimbursed for temporary quarters subsistence expenses, the Temporary Quarters Subsistence Expense Allowance (TQSE) must be authorized in your travel orders. You may begin to use temporary quarters and be reimbursed for allowable subsistence expenses during such occupancy as soon as you have received a travel order and a transportation agreement has been signed. TQSE may not duplicate another entitlement, such as temporary lodging allowance (TLA) in the overseas area.

Who Can Travel?

Contact your civilian personnel office to find out which of your dependents can travel at Government expense. You will have to furnish information to your personnel office about those who will travel so that it can be included in travel orders. Please refer to glossary for definition of dependent.

Be sure to find out about the restrictions and requirements relating to the travel of infants, minor children, and expectant mothers. Certain conditions must be met before travel is allowed by Military Sealift Command (MSC) and Military Airlift Command (MAC) facilities.

Points of Travel, Routing and Cost

*** Employees**

If you are an employee in the Federal Service and are being transferred, travel is authorized from one permanent duty station to another. If returning from overseas for separation or for leave purposes after completing an agreed minimum period of service, you are entitled to travel to the place of actual residence established in your initial transportation agreement at the time of your appointment or transfer to the overseas area.

* New Appointee

If initially appointed to an overseas position you may be entitled to travel from your place of actual residence at the time of selection to your overseas permanent duty station.

If appointed to a first duty station in the 50 States and the District of Columbia, you may be entitled to limited relocation allowances from your place of actual residence at the time of selection to the new duty station. The limited relocation allowances consist of travel expenses for yourself, and transportation expenses for your immediate family and household goods. There is no entitlement for return travel and transportation to place of actual residence for persons appointed to a first duty station. However, career senior executive service personnel may be authorized a final move to their home of selection.

* Dependents

Travel by your dependents can start and end at different places than your travel but your reimbursement may not exceed the cost to the Government for travel between the origin and destination points authorized in your travel order. Dependents may accompany you or travel separately. Certain time limitations apply for completion of travel. Travel orders will show when separate or different point travel is authorized. See glossary for definition of dependent.

* Route of Travel

Use of a usually traveled route is required. Indirect route travel for personal reasons is at your expense, if the cost is greater. Transportation/Traffic Management officers who issue transportation requests, or arrange travel by Government facilities, determine the route you will use.

* Cost of Travel

When travel is authorized by a specific kind of transportation (or reimbursement of expenses is limited to a specific kind) the Government will not pay expenses in excess of those it would have to pay for such transportation by a usually traveled route and by the usual means of transportation.

Advance of Funds for Travel Expenses

* Within CONUS

When you arrange for the shipment of your household goods and personal effects within the CONUS, you may request an expense advance so that you can pay the moving and temporary storage bill. You can also request an expense advance for the estimated allowable reimbursement for travel you will perform by automobile or for hauling or towing your mobile home, if such expense is authorized. If authorized you can also request an advance for the estimated allowable temporary quarters subsistence expense. The office that prepares your travel order can advise you how to request an advance and the amount of the advance.

* Overseas Moves

If you are being assigned to an overseas post of duty and will use a automobile to travel to and/or from port of embarkation or debarkation, you may request an advance for the estimated reimbursement amount.

* Settlement

When you get an expense advance, you are required to prepare a travel claim voucher as soon as possible after arriving at your permanent duty station. Settlement will be made for any additional money due you, or collection by deduction from your pay check will be made if you do not arrange otherwise to pay the debt.

Privately Owned Automobiles

*** Travel**

If you prefer, you may be authorized to travel by your privately owned automobile (POV). This authorization must be included in your travel order and will be considered to be advantageous to the Government, except when used in connection with renewal agreement travel. When advantageous to the Government, a mileage rate ranging from 15 cents to 20 cents per mile is allowed depending upon the number of persons traveling in the automobile. Allowable distance is computed by a usually traveled route. Per diem and leave free travel time will be based on reasonable driving time. The actual travel time or constructive travel time at an average distance of 350 miles per day, whichever is less, is allowed. You will not be allowed per diem or additional time for leave en route.

Dependents who are authorized to travel and who do not accompany you in your automobile are entitled to travel by lowest cost common carrier or second automobile in certain cases.

*** Shipment**

One motor vehicle can be shipped at Government expense to, from and between permanent duty stations outside CON US only when authorized. Each overseas command has rules for approving or denying privately owned vehicle (POV) shipment at Government expense. Authorization for shipment is individually determined in each case. Possible that in some cases return shipment may not be authorized. The authority must be stated in a travel order. The allowable transportation expense is limited to over water shipment including port handling charges. Overland shipment of a POV by Government means or at Government expense is prohibited. If you are

authorized to ship a POV, contact the transportation/traffic management office at your post of duty to find out what you are required to do and where you must deliver and pick up the vehicle. Shipment of your privately owned vehicle should be made as far in advance as possible. A rental vehicle will not be authorized at your old or new duty station. There is no entitlement to ship your car to the port from where it will be shipped overseas. However, if you make a separate trip to the designated port to deliver your POV, one way mileage to the port is payable, and one way return transportation costs are authorized. The total of the mileage and transportation costs may not exceed the cost of shipping the car from your old station to the port. No per diem is payable. If the shipment is not authorized at Government expense, you pay all shipping costs. In this connection, mileage and transportation costs are not authorized.

Commercial Transportation

Bus, train, or special conveyance may be used for short distance travel. Aircraft is normally used for long distance travel since it results in the lowest overall cost to the Government. DoD policy requires that the most economical transportation will be used. In regard to travel by commercial aircraft, it is the policy of the Government that employees who use commercial air carriers inside or outside the continental United States for official travel will use coach accommodations. However, business class may be used if coach accommodations are not available on U.S. carriers. Only limited exceptions to this policy will be permitted. Authority for authorizing or approving the use of first-class air accommodations is limited to the Executive Secretary for personnel within OSD and Defense Agencies, the Service Secretaries and the Chairman, Joint Chiefs of Staff, with limited authority to redelegate.

If you are to travel by common carrier, give a copy

of your travel order to the transportation/traffic management office at your duty station. That office will issue you a Government Transportation Request (GTR) that you use to exchange for tickets at ticket offices.

Round Trip Travel Between Old and New Duty Stations to Seek Permanent Residence

You and your spouse, or either one¹ may be authorized one round trip at Government expense, between the old and new duty station, if 75 miles or more apart, to seek permanent residence quarters. Both the old and new duty stations must be located in CONUS. You must make the round trip before reporting to your new duty station. If your spouse performs the round trip alone, the travel may be performed any time before relocation of the family but not later than two (2) years after you report to the new duty station. This "househunting trip" may not exceed ten (10) calendar days, including travel time. Per diem and reasonable expenses for local transportation at the new duty station may be authorized. Your total TQSE allowance may be reduced by the days used for a househunting trip.

Maximum Weight Allowances for Shipment and/or Storage of Household Goods and Personal Effects

The maximum net weight allowance for the shipment and/or storage of household goods and personal effects is 18,000 pounds. When property is shipped uncrated the net weight includes the weight of the goods and the wrapping, packing and cartons used to protect the goods inside the vans. Net weight does not include shipping boxes, crates or transport containers. The maximum net weight allowance includes the weight of household goods and personal effects, professional books, papers, and personal equipment, and unaccompanied baggage for

which a transportation charge is paid by the Government. Separate lots handled under the same travel order are totaled for determining the total weight involved. Limitations are placed on the weight allowed for household goods and personal effects that may be shipped to or from certain overseas areas.

What Cannot Be Shipped At Government Expense?

The following cannot be shipped at Government expense as household goods:

Automobiles or other vehicles not specifically included in the definition of household goods and personal effects.

Boats. Any type of boat, e.g., rowboat, canoe, power boat, is not considered to be household goods.

Mobile homes (except when authorized in your travel order in place of shipment of household goods and personal effects).

Pets. They are your responsibility and must be shipped at your expense. Many overseas countries impose quarantine and other restrictions. Household pets are permitted aboard vessels provided all necessary arrangements for their care are made in advance. No pets are allowed aboard Government aircraft. A recruiting representative or the transportation/traffic management office can provide you with detailed information about shipping household pets.

Household goods and personal effects which exceed the maximum net weight allowance authorized in your travel order. Useless or unnecessary items should be disposed of rather than shipped. Shipment of unnecessary articles could cause you to exceed the authorized weight limit and result in payment from personal funds.

Items not included in the definition of household goods and personal effects (see Glossary).

Arrangement for Shipment of Household Goods

*** Within CONUS**

When the points between which you are authorized travel are both within the CONUS, you make your own arrangements for the handling and shipping of your household goods and personal effects unless you are authorized to make shipment on a Government bill of lading. When you make your own arrangements, the movement may be by commercial van line or other common carrier, or a hired truck, personally owned truck or trailer or rental trailer. In any case, be sure the goods for movement are weighed on an official scale and get a weight certificate. This proof of weight is needed for reimbursement purposes. (See Part Three for documents required for reimbursement). When shipment is to be by commercial van lines, obtain several estimates and select the one that is acceptable to you on the basis of services and economy. It is suggested that you consider packing at least some of your household goods to make certain that your total cost does not exceed the reimbursement you will actually be paid. When you are authorized to ship your household effects on a Government bill of lading, all arrangements for packing, handling and shipping are made by the transportation/traffic management office concerned. Shipment on a Government bill of lading is authorized when that method will result in a savings to the Government.

*** Outside CONUS**

When you are authorized travel to, from, or between points outside CONUS, even though all or part of your household goods move only within the

CONUS, all arrangements for handling and shipping your household effects are made by the transportation/traffic management office concerned. Furnish the transportation/traffic management office the number of copies of your travel order that are required. Documents will be prepared for you to sign and you will be told what you are required to do in connection with getting your goods ready for moving and receiving your goods at the destination. You do not pay part of the handling or shipping expenses unless you ship more weight than you are entitled to or request services not permitted at Government expense. You will be required to pay for excess weight and unauthorized services. The transportation/traffic management office will select the carrier, arrange for carrier services, prepare the Government bill of lading, pay the carrier 5 bill, and assist you in preparing the necessary documents for loss or damage claims.

* Valuable Items

Items of extraordinary value and articles of substantial value should be shipped by the least costly expedited mode of transportation which will eliminate pilferage. If your household effects are to be shipped on a Government bill of lading, be sure to inform the transportation/traffic management office about the items that are of extraordinary and substantial value. You may wish to obtain additional loss or damage insurance at your own expense.

Storage of Household Goods

* Temporary

Temporary storage of household goods and personal effects is allowed for a period not to exceed 90 days in connection with an authorized shipment. Up to 90 days temporary storage is allowed overseas employees on renewal agreement travel, provided the new tour of

duty is at a different post of duty, or if at the same duty post the storage is in lieu of use of Government quarters or receipt of a living quarters allowance. Upon written request and under certain conditions the initial 90 day period of temporary storage may be extended an additional 90 days, if approved by the Commanding Officer or designated representative of the Department of Defense activity concerned. In no case may temporary storage of household goods exceed a maximum of 180 days.

* Nontemporary

Nontemporary storage of household goods and personal effects may be authorized if you are assigned to a post of duty outside the CONUS and an administrative determination is made that it is more advantageous to the Government to store your goods instead of shipping them. You may be restricted in the amount of effects you will be allowed to ship to a post of duty in certain countries and nontemporary storage is authorized for the balance. Nontemporary storage when authorized, must be shown in the travel order. The total weight of goods stored and shipped at Government expense cannot exceed the maximum net weight limitation for which you have eligibility. The time limit for each period of nontemporary storage at Government expense is the same as for the agreed tour of duty at an overseas post. If you violate your transportation agreement within the first year you will be required to pay for all storage expenses. If violation occurs after the first year, storage at Government expense stops on the date of violation. Any cost thereafter is borne by you. Nontemporary storage at Government expense may also be authorized when justified if you are assigned to a post of duty at an isolated location in the CONUS.

* Arrangements

A transportation/traffic management officer will

make all nontemporary storage arrangements. When he/she arranges for the shipment of your goods outside of or within the CONUS he/she also handles any necessary temporary storage. When you make arrangements for the shipment of your goods within the CONUS, you must make your own arrangements for necessary temporary storage; you will be reimbursed for the actual expense of storage, or at a "commuted rate," whichever is less.

Baggage Weight

The weight of accompanied baggage carried free on a transportation ticket is not charged against your maximum net weight allowance for household goods and personal effects. The weight of excess baggage and other baggage for which expense of transportation is paid by the Government is charged against your maximum weight allowance. Ticket agents or travel representatives can advise you how much free baggage you are allowed.

There is a limitation on the amount of baggage you are allowed in connection with renewal agreement travel. This limitation is stated in your travel order.

Movement of Mobile Home

*** Entitlement**

If you are eligible for the transportation of household goods and personal effects but live in a mobile home, you can be reimbursed for hauling or towing it from your old to your new duty station. Reimbursement for hauling is allowed only over usual highway routing within the continental United States and Alaska and through Canada between origin and destination points in the continental United States or Alaska. If you are allowed such reimbursement you cannot be allowed any separate expense for the transportation of household goods and personal effects.

* Towing By Privately Owned Vehicle

When you tow your mobile home with your privately owned vehicle, your travel order will provide for a mileage allowance of \$0.11 per mile to cover the official distance and ferry fares; bridge, road and tunnel tolls; permit fees; and other expenses. No allowances other than the \$0.11 per mile will be made for transportation of the mobile home. This mobile home mileage allowance is in addition to the mileage allowance and per diem allowed for your travel by privately owned vehicle.

* Commercial Hauling

You may arrange to have your mobile home hauled by a commercial transporter. Be sure to select a reliable company. After you pay the carrier's bill you can claim reimbursement for the amount of the carrier's charge for actual transportation of the mobile home, not to exceed the Military Traffic Management Command (MTMC) or commercial tariffs for a mobile home of the same size and type for the allowable distance. Reimbursement is allowed also for ferry fare and bridge, road and tunnel tolls; taxes; charges or fees fixed by a State or municipal authority for permits to transport mobile homes in or through its jurisdiction and carrier's service charges for obtaining such permits. Reimbursement is not allowed for carrier's charges preparing a mobile home for movement or for carrier's charges for maintenance or repairs to the mobile home en route, including structural and brake repairs and replacement of tires. To ensure safe delivery, you should discuss with the carrier what their responsibilities are and what your responsibilities are concerning the movement of your mobile home.

* Limitation

The mobile home mileage allowance, or reimbursement for commercial hauling, cannot exceed

the constructive expense that would have been allowed for transportation and 90 days temporary storage of your maximum net weight allowance of household goods and personal effects.

Temporary Quarters Subsistence Expense (TQSE)

It may be necessary to occupy temporary quarters, at your old or new duty station. See Part Three for more information concerning the use of temporary quarters subsistence expenses.

Foreign Transfer Allowance (SE)

When you are assigned or transferred from a permanent duty station in the 50 States, the District of Columbia, the territories or possessions, the Commonwealth of Puerto Rico or the Commonwealth of the Northern Mariana Islands to a duty station in a foreign area, you and your dependents may be authorized a Foreign Transfer Allowance (Subsistence Expense). The Foreign Transfer Allowance (SE) may be authorized or approved for you and your dependents for up to 10 days prior to final departure from the permanent duty station in the 50 States, the District of Columbia, the territories or possessions, the Commonwealth of Puerto Rico or the Commonwealth of the Northern Mariana Islands and must begin not later than 30 days after you and/or dependents have vacated your residence. The Foreign Transfer Allowance (SE) will not be allowed when it duplicates, in whole or in part, payments received under other regulations covering similar costs. Further, it may not be paid after the employee has begun travel on orders from the permanent duty station.

Real Estate Transaction and Unexpired Lease Expense

You may be entitled to the reimbursement of real

estate expenses or lease termination expenses at your old duty station and for real estates expenses at your new duty station. You do not have to sell a residence at your old duty station to be eligible for reimbursement for expenses of purchasing a residence at your new duty station. See Part Three for more information concerning real estate or lease termination expenses.

Use of Relocation Service Companies

Use of relocation services may be made available to you if your employing agency has a contract with a relocation service company and if you are otherwise eligible. Consult with your personnel representative concerning eligibility requirements. If you are entitled and elect to use relocation services, reimbursement for similar expenses will not be allowed. Services provided may include but are not limited to:

Arranging for the purchase of an employee's residence;

Home finding assistance;

Destination mortgage financing assistance;

Spouse employment assistance.

Passports and Visas

If you are making an overseas move, find out if passports and visas are required. If required, you will need passport photos and birth certificates, or an acceptable substitute, before passports can be issued for you and your family. If you expect any delay in obtaining necessary documents, advise your recruiting representative or personnel office, since your estimated travel date may have to be changed. If you are authorized an official passport and you anticipate personal travel outside the United States, recommend

you privately purchase a tourist passport. The official passport may be used only for official travel purposes.

Physical Examinations and Immunizations

*** Physical Examinations for Certain Employees**

If you are assigned to a position with specific physical and or medical standards, arrangements will be made for you to take a physical examination. When it is possible, the examination will be at a DoD medical facility and at no cost to you.

*** Immunizations**

Arrangements will also be made for you and your dependents to receive necessary immunizations when going to or leaving from overseas areas. There is no cost to you when this service is provided at a DoD medical facility. If unable to receive immunizations at a DoD facility, any reasonable cost to you for necessary immunizations will be reimbursed if claimed on your travel claim voucher.

*** Expectant Mothers**

Expectant mothers should arrange for physical examinations so that it can be determined when travel will be allowed. There are certain restrictions.

*** Medical Examinations for Dependents**

Except for necessary immunizations required for overseas travel, you pay the cost of all medical treatment or examinations for your dependents.

Personal Finances

Salary checks are normally received from 2 to 3 weeks after reporting to work at your new post. There may be a delay in receipt of your first salary check.

To bear expenses of travel and other expenses until receipt of your paycheck, you would have a sufficient amount (as you deem necessary) of cash or travelers checks on hand. Do not depend on personal checks in places where you are not known. In certain overseas areas, your American dollars must be converted into Military Payment Certificates or local currency upon arrival. You may request an advance of up to 3 months pay prior to going overseas or after arriving in the overseas area. Your personnel office will assist you in making the request.

Overseas Area Information Pamphlets

Area information pamphlets for overseas posts can be obtained from recruiting representatives at DoD personnel offices. Before departing for an overseas duty station, read the appropriate pamphlet to obtain information about living conditions.

These are of special interest to you:

- * Type of clothing to bring.
- * Education facilities.
- * Electric currents (220/110).
- * Medical and Dental facilities.
- * Banking facilities.
- * Insurance available overseas.
- * Pets allowed.
- * Mail arrangements.
- * Availability of Government housing.

Discuss the pamphlet with your family, let them read it, then decide what you want to do.

Important Things to Do

- * Arrange for payment of all debts including close out utility bills.
- * Arrange to have your mail and paychecks forwarded to your new address.
- * Get transcripts of school credits and/or report cards for dependents.
- * Arrange for someone to take care of your personal affairs during your absence.
- * Take care of medical and dental defects if you are going to an overseas area where facilities are limited.
- * Review personal life, accident and property insurance with your insurance agent.
- * Decide if you want to buy additional insurance on household goods and personal effects shipped or stored.
- * Keep passports and immunization records with you while traveling to, from, or between overseas duty stations.
- * If going overseas, inform friends and relatives that you can be reached in serious emergencies through the Red Cross.
- * Bring original or notarized copies of birth certificates for employee and all family members, marriage certificate, and custody papers for any children for whom sponsor or spouse retains custody. This is required to prove eligibility for the DoD ID card which authorizes commissary, PX/BX, and similar privileges in the foreign area.

PART TWO--WHILE YOU ARE TRAVELING

General Information

Keep adequate records of dates, times, and places of departure and arrival and your out-of-pocket expenses. See Part Three to find out those expenses that can be claimed for reimbursement after you arrive at your destination.

Per diem is not paid when you stop en route for leave or personal reasons. You are charged annual leave on workdays when your trip is delayed or interrupted for personal reasons.

While traveling, you are on an active duty travel status except when there is excess travel time and leave is charged. In overseas areas, you are subject to laws of foreign countries where travel is performed.

Travel Records

Keep a daily record. It should include:

- * Place of departure, date and local time (2400 clock).
- * Place of arrival, date and local time (2400 clock and reason for stop).
- * Mode of travel used commercial or government (air, auto, rail, ship, or bus).
- * Daily mileage when driving own vehicle.
- * Government quarters used and the cost. Keep receipts.
- * Receipts for any excess baggage.

- * A note of any toll charges paid.
- * Notes of any taxi and limousine fares paid.
(Receipts are required if the fare is over \$25).

Unexpected Delay While Traveling

If you become sick or suffer an injury while traveling, miss a port call or are otherwise delayed for over 48 hours, notify the most appropriate one of the following:

The Civilian Personnel Office at your destination duty station if you are in the same country.

Your recruiting representative or servicing processing personnel office in the United States if you are in the process of reporting to an overseas duty station.

Your permanent duty station if you are on renewal agreement travel.

Be sure to include the temporary address and telephone extension where you can be reached, how long you expect to be delayed, and your new estimated arrival time, if known.

If illness or injury occurs when you are near or on a US Government installation, report to the local Federal medical dispensary.

Job connected injuries or illnesses must be reported within 48 hours, unless it is impossible to do so. To insure coverage under the Federal Employees Compensation Act, send completed compensation forms to the personnel office of your new duty station. Add witness and doctor statements when you can. Compensation forms can be obtained at the personnel office of any Federal installation.

If you fail to complete your (PCS) move for personal reasons, you may be required to pay all or a part of the cost of transportation for yourself and your dependents and may also be required to pay shipment and storage costs of household goods.

Taxi and Airport Limousines

Taxis and airport limousines can be used.

- * From abode to transportation terminal.

- * To abode from transportation terminal.

- * Between transportation terminals.

You can claim reimbursement for the usual taxi or limousine fares plus 15 percent for tip, per individual trip. Receipts are required if the fare is over \$25. However, airport limousine service must be used between an airport and airport limousine terminal where such service is available and its use is practical. If available limousine service is not utilized, reimbursement for use of taxicab will not be allowed in excess of the amount which would have been allowed for the combined limousine and taxicab fares unless you furnish a statement that the use of such limousine service was impracticable.

Port Calls

If you are traveling to, from or between overseas posts, report at the departure port as specified in your travel order. Contact the office of the military service that issued your travel order.

If there is a delay in departure due to poor flying weather or for other reasons, you may be allowed to use Government quarters while waiting for transportation.

PART THREE--AFTER YOU ARRIVE

General Information

When you arrive at your new overseas permanent duty station, you are usually met when you arrive, assigned temporary quarters, and oriented to your surroundings.

On the first work day after arrival, report to the personnel office servicing your new permanent duty station. You will be given assistance in completing your travel itinerary and travel claim voucher and normal personnel processing will be accomplished. For overseas employees, the date of your return transportation eligibility will be established on your transportation agreement. Be sure to advise the destination transportation officer so that arrangements can be made for delivery of your possessions to your residence when they arrive, if they are shipped by the Government.

Claiming Reimbursement

To obtain reimbursement for travel and transportation expenses to which you are entitled, you must submit a completed travel claim voucher. Attach required receipts. Any attempt to falsify travel claims may lead to denial of per diem or actual expense allowance for the entire day(s) claimed. Instructions on how to prepare and submit a travel claim voucher are provided in Agency regulations. Normal items claimed include:

- * Per diem for employee and dependents for travel to a new duty station. (This may be limited to a specific time period stated in your travel order.)
- * Taxi and limousine fares.
- * Cost of checking or storing baggage.

- * Mileage allowance for use of privately owned conveyance.
- * Mileage allowance for personally hauling a mobile home within and between CONUS and Alaska in lieu of household goods shipment.
- * Ferry and toll fees in connection with official travel. (Reimbursable if within limitation stated in your travel order.)
- * Storage and shipment expenses of household goods and personal effects within the CONUS when you made your own shipping arrangements (or cost of transporting your mobile home by a commercial firm in lieu of household goods shipment).
- * Excess transportation costs (when REQUIRED to use higher class accommodations than authorized on a transportation request).
- * Fees in connection with the issuance of passports and visas.
- * Cost of photographs for passports and visas. One set. If you are authorized an official passport you must pay for a tourist passport.
- * Cost of certificates of birth, health, and identity.
- * Charges for inoculations which cannot be obtained free through a Federal dispensary.
- * Cost of travelers checks purchased in connection with official travel inside or outside CONUS.

**Reimbursement for Shipment and Storage
of Household Goods Expenses Under
Commutated Rate System**

- * Shipment (Other Than Overseas)

Regardless of the amount you have paid, reimbursement for transportation charges is limited to the "commuted rate" applicable to the distance, weight and time of the shipment when you make your own arrangements for shipment and storage. Transportation charges for reimbursement include the cost of packing, crating, drayage, transportation, and unpacking, to the extent authorized in your travel order. Claims must be supported by the original or a certified copy of the bill of lading, showing point of origin, destination, and certified official weight.

* Storage

If you pay for temporary storage, reimbursement is limited to the "commuted rate," or the actual cost, whichever is less for the allowable weight for the period authorized. Storage charges for reimbursement include the cost of necessary packing, unpacking, transportation to and from the place of storage, and necessary directly related charges, except additional insurance. Claims for storage expenses must be supported by the original or certified copy of the receipted warehouse bill.

Loss or Damage of Household Goods or Personal Effects

If you arrange for the shipment of your household goods and personal effects under the commuted rate method and loss and/or damage occurs, you should seek the advice and assistance of your agency claims officer to assure that your claim is given full consideration by both the carrier and the agency.

If your household goods are shipped under a Government Bill of Lading and arrive in a damaged condition, or a portion is missing, immediately contact the claims officer at a DoD installation for information. He will supply the required forms to make your claim for loss or damage settlement.

Do not refuse to sign the Government Bill of Lading or commercial freight bill. Make necessary notations concerning missing or damaged property on the reverse side of any delivery documents presented by the carrier and have the carrier's agent countersign your notations. Be sure to indicate the estimated weight of articles lost or missing and allow the carrier's representative to inspect the damaged property.

Reimbursement for Certain Other Expenses, If Authorized

(See table 1 - Summarization of Entitlements and Eligibility)

Temporary Quarters Subsistence Expense (TQSE)

When it is necessary to occupy temporary quarters incident to your transfer, a temporary quarters subsistence expense allowance may be authorized or approved for the purpose of defraying your expenses for temporary lodgings and meals for you and your dependents. The initial period of time for which this allowance may be authorized is normally 60 days if warranted, however, the initial period may be limited to less than 60 days when other benefits, such as relocation services, are authorized. TQSE may be extended up to an additional 60 days provided the head of the DoD component concerned or his/her designee determines that there are compelling reasons for continued occupancy of temporary quarters. Components may establish written guidance for authorizing extensions. The period of eligibility will run on a consecutive day basis. You may claim the actual expenses incurred for meals (including groceries consumed while occupying temporary quarters), lodging, laundry, cleaning and pressing of clothing, and the cost of moving household goods to the temporary quarters for the sole purpose of furnishing the quarters and then the cost of moving the household

goods to a permanent residence. Expenses of local transportation incurred in connection with occupancy of temporary quarters are not reimbursable. Payment is made on the basis of 30 day increments. Reimbursement for the first 30 day increment for your actual expenses may not exceed the standard CONUS per diem rate. The reimbursement for your dependents and for the remaining 30 day increment is proportionately lower. In computing your reimbursement for TQSE the allowable expenses you actually incurred within a related 30 day period will be totaled and compared with the allowable amount of per diem which may be paid during the same period, and the lesser amount will be paid. Rates established for temporary duty assignments in "high cost areas" within CONUS are not applicable to TQSE. To be eligible for payment, occupancy of temporary quarters must begin not later than 30 days from the date you report for duty at the new permanent duty station. If you do not submit a claim for this period, then occupancy must begin not later than 30 days from the date your dependents vacate your residence at the old permanent duty station. In any event, you must claim the temporary quarters subsistence expense for your dependents within 2 years from your reporting date at the new duty station. Receipts are required for quarters costs paid, showing location, specific dates of occupancy, and by whom occupied. Receipts are required for laundry and cleaning expenses showing the date incurred, except when coin operated facilities are used. A statement is required showing the cost of each meal for each day, by date and the location where and by whom meals were taken. A statement is required showing the date and time occupancy of temporary quarters began and the date occupancy of permanent quarters began or household goods were moved into permanent quarters. DD Form 1351-3 (Statement of Actual Expenses) will be used in claiming reimbursement and can be used to record actual subsistence expenses. Temporary quarters subsistence expenses will be authorized only if the

NEW permanent duty station is located in the United States, the Commonwealth of Puerto Rico, or the areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979).

Generally, no reimbursement will be allowed when a short distance transfer is involved. It should be noted that entitlement to temporary quarters subsistence expense allowance does not apply to first duty station travel.

Miscellaneous Expense Allowance

The purpose of the miscellaneous expense allowance is to cover the various costs associated with relocation of a residence in connection with an authorized or approved permanent change of station. The miscellaneous expense allowance does not apply to first duty station travel. However, miscellaneous expenses may be authorized to first duty station hires to a foreign area under Department of State Standardized Regulations and DoD CPM 592. The allowance is related to expenses that are common to living quarters furnishings and household appliances and other general types of costs inherent in relocation of a place of residence. No advance of funds for the miscellaneous allowance is authorized. Typical costs intended to be reimbursed are disconnecting and connecting appliances, equipment, and utilities; cutting and fitting rugs, draperies, and curtains; utility fees or deposits that are not offset by eventual refunds, etc. The miscellaneous expense is not intended to be used for reimbursement of certain expenses such as:

1. Losses in selling or buying homes and personal property and any other cost items related to such transactions;
2. Duplication of payments for otherwise reimbursable expenses;

3. Cost of additional insurance on household goods while in transit to new duty station, or cost of loss or damage to such property;
4. Additional costs of moving household goods caused by exceeding the maximum weight limitation for which the employee has eligibility as provided by law or in the JTR, Vol.2;
5. Higher income, real estate, sales, or other taxes as the result of establishing residence in the new locality;
6. Fines imposed for traffic infractions while en route to the new duty station locality;
7. Accident insurance premiums or liability costs incurred in connection with travel to the new duty station locality, or any other liability imposed upon the employee for uninsured damage caused by accidents for which he or his dependents are held responsible.
8. Losses as the result of the sale or disposal of items of personal property not considered convenient or practicable to move;
9. Damage or loss of clothing, luggage, or other personal effects while traveling to the new duty station locality;
10. Subsistence, transportation, or mileage expenses in excess of the amounts reimbursed as per diem or other allowances under the provisions of the JTR, Vol.2;
11. Medical expenses due to illness or injuries of the employee or his dependents while en route to the new duty station or while living in temporary quarters;

12. Costs incurred in connection with structural alterations; remodeling or modernizing of living quarters, garages, or other buildings, to accommodate privately owned automobiles, appliances, or equipment; or the cost of replacing or repairing worn out or defective appliances or equipment shipped to the new location;
13. Costs of purchasing clothing, appliances, and equipment incident to relocation;
14. Costs of newly acquired items, such as the purchase or installation cost of new rugs or drapes.

If you are without dependents or do not relocate them, \$350 or the equivalent of 1 week's basic salary, whichever is less, is allowable without itemization of expenses incurred providing at least one allowable expense was incurred. If you and your dependents are relocated, \$700 or the equivalent of 2 week's basic salary, whichever is less, is allowable without itemization of expenses incurred. Under certain conditions a higher allowance may be approved as prescribed in the JTR, Vol.2.

Real Estate Transactions and Unexpired Lease Expense

Reimbursement is allowed for certain expenses incurred in connection with the sale of your residence at your old permanent duty station; the purchase of a residence at the new permanent duty station; or in connection with the settlement of an unexpired lease at the old permanent duty station. Such transactions must be incident to a transfer and the old and new duty stations are located in the United States, Commonwealth of Puerto Rico or the areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in section

3(a) of the Panama Canal Act of 1979, except if you are transferred from an official station in a foreign area to a different nonforeign area official station than the official station from which you were transferred when assigned to the foreign area. These expenses are not authorized for new appointments. A specific claim form is prescribed for making your claim. Receipts, documentation, and administrative approvals are required. Under certain conditions you may claim reimbursement for lease breaking penalty expenses incurred at your old duty station when supported by receipts and documentation. Reimbursement for real estate transactions and unexpired lease expenses will be authorized provided the settlement dates for the sale and purchase or lease termination transaction are not later than 2 years after the date on which you report for duty at the new duty station, unless an extension of this time limit has been granted. An extension may be granted by appropriate authority where it is determined that the residence transaction is reasonable related to the transfer. The claim format, conditions, limitation, required documentation and approvals are prescribed in the JTR, Vol.2. Statutory regulations require that the sale or purchase of a residence be accomplished within 3 years from the date of your transfer. Interest on loans, points, and mortgage discounts are not reimbursable. Insurance, such as an owner's title policy, mortgage insurance and insurance against damage or loss of property are not reimbursable. Losses due to prices or market conditions in connection with the sale of your residence are not reimbursable. No fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act.

Relocation Income Tax (RIT) Allowance

The purpose of the RIT allowance is to reimburse you for the additional income tax liability you may incur as a result of certain moving expense

reimbursements. The RIT allowance is by law limited as to the types of moving expenses that can be covered. Covered expenses are:

1. En route travel.
2. Household goods shipment.
3. Nontemporary storage expense.
4. Mobile home shipment.
5. Househunting trip
6. Temporary quarters.
7. Real estate expenses.
8. Miscellaneous expense allowance.
9. Relocation services.

Policies and procedures for the calculation and payment of the RIT allowance are contained in the JTR, Vol. 2, Chap. 16. This allowance is not authorized for new appointees.

Table 1. Summarization of Entitlements and Eligibility

PAYMENT OF TRAVEL, TRANSPORTATION AND OTHER RELATED EXPENSES (INCLUDING THOSE UNDER P.L. 89-516), OF CIVILIAN EMPLOYEES, EXCEPT IN CONNECTION WITH EMERGENCY EVACUATION AND FORMER EMPLOYEES SEPARATED BY RIF OR TRANSFER OF FUNCTION AND RESTORED TO DUTY.										
MOVEMENT SITUATION	AGREEMENT REQUIRED	TRANSPOR- ATION OF EMPLOYEE & DEPENDENTS	PER DIEM FOR EMPLOYEE	PER DIEM FOR DEPENDENTS	HOUSEHUNTING PER DIEM & TRANSPORTATION	TEMPORARY QUARTERS SUBSISTENCE EXPENSES	MISC. EXPENSE ALLOWANCE	SELL & BUY RESIDENCE AND LEASE TERMINATION	MOVEMENT HOUSEHOLD GOODS TEMP STG	NONTEMP STORAGE HOUSEHOLD EFFECTS
First Duty Station Travel to Overseas (Footnotes 8 & 9)	YES	YES ADVANCE Mileage Only	YES ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	YES Footnote 7
PCS Between Duty Stations Within CONUS (Footnote 1)	YES	YES ADVANCE Mileage Only	YES ADVANCE	YES ADVANCE	YES ADVANCE PD & Mileage	YES ADVANCE	YES NO ADVANCE	YES NO ADVANCE	YES ADVANCE Footnote 4	Footnote 5 & 7
PCS From Overseas Duty Station to Duty Station In CONUS (Footnote 1)	YES	YES ADVANCE Mileage Only	YES ADVANCE	YES ADVANCE	NO	YES ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES ADVANCE Footnote 4	Footnote 5 & 7
PCS From Duty Station in CONUS TO Overseas Duty Stations (Footnotes 1 and 8)	YES	YES ADVANCE Mileage Only	YES ADVANCE	YES ADVANCE	NO	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES ADVANCE Footnote 4	YES Footnote 7
PCS Between Overseas Duty Stations (Footnotes 1 and 8)	YES	YES ADVANCE Mileage Only	YES ADVANCE	YES ADVANCE	NO	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES ADVANCE Footnote 4	YES Footnote 7
Renewal Agreement Travel (Round Trip Between Overseas Tours of Duty for Leave Purposes When Return is to Same Duty Station or Another in Same Locality)	YES	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	NO	Footnote 6
Return From Overseas Duty Station to Place of Actual Residence for Separation	Completion of Agree- ment	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	NO
Last Move Home for SES Career Appointees Upon Separation or Retirement	NO	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	NO

Footnote 1 - Movement of dependents and/or household goods to or from a training location when authorized in lieu of per diem or actual expense allowances for the employee while at the training site under par. C4502 is not a PCS.

Footnote 2 - Allowed when new duty station is located in the 50 States, District of Columbia, territories and possessions, Commonwealth of Puerto Rico or areas and installations in the Republic of Panama made available to the U.S. under Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979).

Footnote 3 - Allowed when old and new duty stations are located in the 50 states, District of Columbia, territories and possessions Commonwealth of Puerto Rico or areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements (as described in Section 3(a) of the Panama Canal Act of 1979). Also allowed when instead of being returned to the former nonforeign area PDS, an employee is transferred in the interest of the Government to a different nonforeign area PDS than the PDS from which he/she was transferred when assigned to the assigned to the foreign PDS (see par. C14000-3).

Footnote 4 - Advance allowed if not shipped under a GBL.

Footnote 5 - Allowed only when assignment is a designated isolated duty station in CONUS.

Footnote 6 - Allowed only for teachers employed in the DoD Overseas Dependents School System. Applicable between school years.

Footnote 7 - Nontemporary storage is arranged by the Government.

Footnote 8 - Foreign Transfer Allowance (Subsistence Expense) is authorized under Chapter 13 for quarters occupied temporarily before departure from the 50 states or District of Columbia for a duty station in a foreign area incident to a PCS and travel to first duty station.

Footnote 9 - The miscellaneous expense portion of the FTA is authorized under Chap 9 incident to first duty travel to a foreign area.

PART FOUR

GLOSSARY OF COMMON TRAVEL TERMS

Baggage--Accompanied or unaccompanied personal effects of the traveler needed in connection with official travel. If carried free by a carrier, it is not charged against the household goods net weight allowance; if carried at cost to the Government, it is charged against the household goods net weight allowance.

Bill of Lading--A document showing shipment of your goods and acknowledging their receipt, signed by the agent of the carrier and issued by a carrier, or the Government.

Common Carrier--Any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority. This includes railroad, ship, bus and airplane.

Commuted Rate-- A constructive flat rate allowance prescribed by the Government in lieu of actual expenses incurred in connection with the transportation and temporary storage of household goods and personal effects for which you arrange shipment. A "Commuted Rate" is a specified amount per hundred pounds based on distance.

Continental United States (CONUS)--The 48 contiguous states and the District of Columbia

Dependent/Immediate Family-- Any of the following named members of the employee's household at the time he/she reports for duty at his new permanent duty station or performs authorized or approved overseas tour renewal agreement travel or separation travel:

1. spouse;
2. children of the employee or employee's spouse who are unmarried and under 21 years of age

or, who regardless of age, are physically or mentally incapable of self-support. (The term "children" will include natural offspring, stepchildren, adopted children; and grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee or employee's spouse; and a child born after the employee's effective date of transfer when the travel of the employee's expectant spouse to the new permanent duty station is prevented at the time of transfer because of advanced state of pregnancy, or other reasons acceptable to the DOD component concerned, e.g., awaiting completion of the school year by other children);

3. dependent parents (including step and legally adoptive parents) of the employee or employee's spouse; and

4. dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

Generally, the individuals named in items 3 and 4 will be considered dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criteria shall not be the decisive factor in all cases. These individuals may also be considered dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51%) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

Government Transportation--Transportation on equipment owned, leased, or chartered, including aircraft on loan to or owned by an Aero Club, for transportation on land, water, or in the air, expressly for Government use. This includes MAC

Categories B and M air travel performed under MAC contract and/or direction.

Househunting Trip--One round trip for an employee and/or employee's spouse to seek a permanent residence at the new duty station in advance of a transfer. Such a trip may not exceed 10 calendar days in duration, including travel time.

Household Goods and Personal Effects--All personal property associated with the home and all personal effects belonging to an employee and dependents when shipment or storage begins, which can be legally transported as household goods by an authorized commercial carrier. Items that can be legally transported are; furniture, appliances, clothing, professional books, papers, and equipment, snowmobiles and vehicles with two or three wheels, i.e. motorcycles, mopeds, golf carts, and other property of a similar nature.

The following are not allowed as household goods and personal effects;

1. automobiles, trucks, van and similar motor vehicles, boats, outboard motors, airplanes, mobile homes, camper trailers, and farming vehicles;
2. live animals, birds, fowl, and reptiles;
3. cordwood and building materials; and
4. property for resale, disposal, or commercial use rather than for use by the employee or the immediate family;
5. privately owned live ammunition.

Note: Generally carriers' tariff prohibit household goods carriers from accepting the articles listed below for shipment. Agencies are advised to consult applicable tariff or to contact the carrier involved if problems arise concerning shipment of the following prohibited articles:

1. property liable to impregnate or otherwise damage equipment or other property (e.g. hazardous articles including explosives, flammable and corrosive materials, poisons, etc.)
2. articles which cannot be taken from the premises without damage to the article or the premises:
3. perishable articles including frozen foods, articles requiring refrigeration, or perishable plants unless a) shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading, (b) no storage of shipment is required, and (c) no preliminary or en route servicing or watering or other preservative method is required of the carrier.

Items which are irreplaceable or which have extremely high monetary or sentimental value are not provided special security even though extra value insurance may be purchased. Employees and their dependents are advised to transport these types of items personally.

Immediate Family--See Dependent.

MAC--Military Airlift Command.

Means (Mode) of Transportation--See usual (means) mode of transportation.

Mileage Allowance--A rate per mile allowed instead of the actual expenses of operation of a privately owned conveyance or in connection with personally moving your mobile home.

Minimum Period of Service--See tour of duty.

Miscellaneous Expense Allowance--Generally, a specified amount for the purpose of defraying various costs inherent in relocating a residence, such as disconnecting and connecting appliances, cutting

and fitting rugs, forfeiture losses on medical, dental and food locker contract that are not transferable, etc.

Mobile Home--All types of house trailers and mobile dwellings constructed for use as a residence and designed to be moved overland, either by being self-propelled or towed.

MSC--Military Sealift Command.

Nontemporary Storage--Storage of household goods and personal effects in lieu of transportation in connection with a regular duty assignment at a permanent duty station outside CONUS or in connection with a regular duty assignment at an isolated location in CONUS.

Overseas--Outside the continental United States.

Per Diem--A daily allowance instead of actual expenses for lodging, meals and related incidental expenses. Per diem for day of departure and day of arrival is computed on a quarter day basis.

Permanent Duty Travel--Permanent duty travel includes first duty station travel for a newly recruited employee or appointee, renewal agreement travel, permanent change of station travel, and separation travel.

Permanent (Official) Duty Station--For the purpose of determining permanent duty travel allowances, a permanent duty station is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to entitlement under regulations relating to the residence and the household goods and personal effects of an employee, permanent duty station also means the residence or other quarters from which the employee regularly commutes to and from work, except where

adequate family housing is not available within reasonable commuting distance.

Place of Actual Residence--Your fixed or permanent bona fide home. This is not a place where you are temporarily living or at which you cannot establish acceptable proof of residence.

Port Call--A date and place for departure when traveling to or from an overseas post specified in travel orders.

Privately Owned Conveyance--For the purpose of mileage reimbursement, a privately owned conveyance is any aircraft, automobile, or motorcycle used by a traveler to perform official travel which:

1. is either owned by or on loan to the traveler, or
2. has been hired or rented by the traveler, but its use as a special conveyance has not been authorized or approved.

A common carrier, or a conveyance owned by the Government, is not considered to be a privately owned conveyance.

Real Estate Transactions and Unexpired Lease Expenses--Expenses required to be paid by you in connection with the sale of your residence at your old duty station; the purchase of a residence at your new duty station; or in connection with the settlement of an unexpired lease for your rental residence at your old duty station. Generally, such reimbursement is limited to expenses for a required service in buying or selling dwellings.

Reimbursement--The amount due you, based on your travel claim voucher, subject to authorizations and applicable limitations and conditions of a travel order, as computed by a Finance/Disbursing Office.

Relocation Income Tax (RIT) Allowance--An allowance authorized to reimburse eligible transferred employees for substantially all of the additional Federal, State, and local income taxes incurred by the employee, or by the employee and spouse if a joint tax return is filed, as a result of certain travel and transportation expenses and relocation allowances which are furnished in kind or for which reimbursement or an allowance is provided by the Government.

Relocation Service Company--A relocation company under contract to a DoD component to provide relocation services to eligible transferred employees (such as arranging for purchase of employee's residence, home finding assistance, spouse employment assistance, etc.)

Renewal Agreement Travel--Round trip travel for leave purposes to place of actual residence. Performed after completion of an agreed period of overseas service and upon signing a new transportation agreement to serve another period of overseas service at the same or different overseas post. This applies to you and eligible dependents living with you. Dependents cannot begin travel until your travel has been authorized. They do not have to accompany you; however, they cannot perform round trip travel if you do not perform such travel. See also Transportation Agreement.

Temporary Quarters Subsistence Expenses--Expenses incurred by you and your dependents when necessarily occupying temporary quarters until you can obtain permanent quarters incident to your transfer to a new duty station. Temporary quarters refers to lodging obtained temporarily after a transfer has been authorized or approved and after you or your dependents vacate the residence quarters in which you and your dependents were residing at the time of your transfer.

Temporary Storage--Storage of household goods and personal effects for a short time at a point of departure, destination, or way station in connection with the authorized shipment of your goods.

Tour of Duty--A period of time (normally 36 months, or less) that you are required to service to become eligible for transportation and related allowances at Government expense.

Transportation Agreement--An agreement signed by you prescribing a minimum tour of duty to be served before transportation at Government expense and related allowances are authorized. Your place of actual residence for transportation purposes is established in the transportation agreement. Violation of the terms of a transportation agreement for reasons unacceptable to the Government will make you indebted for the cost of transportation (or storage) and allowances paid by the Government.

Transportation Request (TR)--A written request of the United States Government (Standard Form 1169) issued by a transportation officer or his agent upon presentation of travel orders for the purpose of procuring from a common carrier transportation, accommodations, or other services chargeable to the Government.

Travel Claim Voucher--A prescribed form (DD Form 1351) which you prepare for claiming the amounts due you after you have completed authorized travel. Upon arrival at your final destination, you submit your claim with a copy of the travel order including dates, itinerary, separately allowable reimbursable items of expense, information, and documentation directly relating to travel.

Travel Itinerary--Daily record of travel and use of Government and commercial facilities. Submitted as part of travel claim voucher upon arrival at destination.

Travel Order (TO)--Authorization in writing for official travel authenticated by a travel order issuing official (DD Form 1614).

Travel Status--The allowable period of time from beginning to the ending of official travel. This includes incidental waiting time en route for transportation connections and delays en route beyond your control.

United States (US)--The 50 states¹ territories and possessions, and the District of Columbia.

Usual (Means) Mode of Transportation--A mode authorized, required or furnished by the Government. This includes the use of the lowest cost accommodations. It includes transportation facilities that are available for travel by the most direct, usually traveled route between points of official travel. When used, a privately owned automobile is included in this definition.